



## Department of Energy

Oak Ridge Office  
P.O. Box 2001  
Oak Ridge, Tennessee 37831—

September 22, 2005

### EXECUTIVE SUMMARY

#### OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

#### SOLICITATION NO. DE-RP05-05OR23100

The Department of Energy (DOE), Oak Ridge Office (ORO), plans to award a performance based, cost-plus-award fee contract to manage and direct the programs of the Oak Ridge Institute for Science and Education (ORISE). The Request for Proposals (RFP) consists of the model contract (Sections A through J); Offeror's Annual Representations and Certifications (Section K); and the process by which proposals are to be prepared, submitted, and evaluated (Sections L and M).

This summary letter addresses the salient elements of the acquisition; however, it is not part of the RFP. In the event of any inconsistency between this letter and the RFP, the RFP shall govern.

The entire solicitation is available for downloading from the Internet via the Industry Interactive Procurement System (IIPS) located at <http://e-center.doe.gov/>. Solicitation amendments, responses to questions, and other official communications from the Government will be posted on IIPS. Instructions for submitting questions pertaining to the RFP may be accessed via IIPS. Questions must be received by October 7, 2005.

An information library regarding the solicitation is located at URL <http://www.oakridge.doe.gov/orise/>. Offerors are responsible for checking IIPS and the information library website frequently for information, notices, and updates regarding this solicitation. There will be no printed copies of the RFP prepared or available for distribution. The DOE does not maintain a listing of parties who download documentation from IIPS or the DOE website. Accordingly, no bidder/mailling list is available for this RFP.

The objective of the solicitation is to select the Contractor most capable of managing and directing the programs of the ORISE. A Source Evaluation Board (SEB) has been established to evaluate proposals submitted in response to the RFP. The SEB will conduct its activities in accordance with DOE's regulations and policies. Proposals will be evaluated in accordance with the specific methodology and evaluation criteria set forth in Part IV, Section M of the RFP. Proposals must be received by DOE by 4:00 p.m. local

prevailing time on November 7, 2005, and have an acceptance period of not less than 180 days.

### **Key Features of the Procurement**

**Scope** – The purpose of the resulting contract is to manage and direct the programs of ORISE. The primary activities of ORISE include: (1) illness and injury surveillance; (2) independent environmental assessment and verification; (3) radiation accident management; (4) national security and emergency preparedness; (5) professional and technical training; (6) science education programs; and (7) scientific and technical resource integration.

**Workforce Transition and Management** – Section H of the RFP includes requirements for Right of First Refusal and a pay and benefits package that is comparable in the aggregate for incumbent contractor employees. In addition, Section L requires a certification by an authorized, independent actuary (Section L, Attachment L) that the Offeror's proposed employee pay and benefits package is comparable in the aggregate, for incumbent contractor employees.

**Government-Furnished Facilities** – The Government will furnish the facilities described in Section J, Attachment C. Because of DOE's investment in the modernization of current Government-furnished facilities and DOE's long-term arrangement with Methodist Medical Center of Oak Ridge for occupation of the space that houses the Radiation Emergency Assistance Center/Training Site, it is expected that the Contractor will use those facilities to conduct the same activities that are presently conducted at those facilities.

**Period of Performance** – The contract will consist of a transition period, not to exceed three months; a five-year base period of performance; and a five-year option period.

**Site Tour:** A site tour is planned for 9:00 a.m., October 6, 2005. Attendees will meet in the Assembly Area of the Office of Science and Technical Information, Oak Ridge, Tennessee.

**Oral and Written Presentations** – All Offerors are required to make oral presentations to the SEB approximately two weeks after submission of proposals. The SEB will schedule the oral presentations via lottery and will notify each Offeror, within five working days after the date of receipt of proposals, of the date, time, and location of its oral presentation. Evaluation of proposals will be based on both the oral presentation and the written information.

**Contract Award** – Since it is the Government's intention to evaluate proposals and award a contract without discussions, each initial proposal should contain the Offeror's best terms from a cost, fee, and technical standpoint. However, the Government reserves the right to conduct negotiations if it later determines that negotiations are necessary.